



Job Description

Position: Local Building Inspector
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Building Commissioner
Description Updated On: October 7, 2021

Summary/Objective

The Local Building Inspector is responsible for interpretation and enforcement of the State Building Code as a recognized Public Safety Official, Town of Milford Zoning By-Law in accordance with MGL C.40A (The Zoning Act), Town of Milford By-Law as applicable, and 521 MR Architectural Access Board handicap regulations, and all similar or related duties. There are no supervisory responsibilities.

Essential Functions

- Reviews zoning and building applications to include a thorough review of all files including Planning Board notices of action.
- Answers questions from the public and staff concerning land use laws and ordinances including verbal and written interpretations and administrative decisions provided to appropriate town board/committees concerning new development.
- Performs periodic inspections in accordance with state building codes.

Required Qualifications, Education, and Experience

MA BBRS BOCC Pre-Exam approval for Certification as a Local Inspector is required. At least five (5) years' of experience in the supervision of building construction or design or an Associate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability. Must possess a Motor Vehicle Class D Operator's License.

Preferred Qualifications, Education, and Experience

Certification as a MA Local Inspector is preferred but not required.
Construction supervisor license preferred, but not required.

Knowledge, Skills, & Abilities

- Must have general working knowledge of the quality and strength of building and construction materials, accepted requirements for building construction, fire prevention, light, ventilation, and safe exits as well as other provisions of the state building code (mechanical, electrical, plumbing etc.), AIA guidelines and engineering testing reports, National Fire Protection Agency Code, life/safety codes, energy codes, UL listing reports, local zoning by-laws and building regulations. Knowledge of standard inspection practices and procedures in accordance with department guidelines is required.
- Must possess skill in conducting inspections, making observations, and recording information in a detailed and accurate manner; proficient oral and written communication as well as customer service skills a must.

- Ability to interact effectively and appropriately with the public and other personnel, interpret and enforce regulations firmly and impartially, perform multiple tasks, read and interpret architectural plans and blueprints, deal with irate customers, and maintain confidential information. The employee must be able to access the internet to obtain information in support of department operations. Ability to carry out multiple duties in a detailed, accurate manner.

Physical and Mental Job Requirements

The nature of the position's duties may involve the continuous presence of unpleasant or irritating elements, such as considerable noise, odors, toxic chemical fumes, explosives, electricity, traffic, dust, smoke, heat, cold, oil, dirt, or grease. Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in both an office environment and in the field. Work may be performed outdoors, regardless of weather conditions. The employee may be required to respond to emergency situations on an on-call basis, and at all hours, as needed.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week may be necessary to respond to emergency situations on an on-call basis, and at all hours, as needed.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____